



OPERATIONS MANAGER (PART-TIME POSITION)

Job Summary

The WYO Operations Manager is responsible for ensuring that the scheduling and production of all orchestras' events (concerts, rehearsals, and special projects) run smoothly and effectively. This is a part-time position, majority in-person (approximately 10 hours per week predominately on Sundays) with some remote duties. Reports to the General Manager.

SPECIFIC DUTIES

- Primary contact and coordinator for rehearsal locations and concert venues.
- Coordinate catering and reception arrangements when needed, liaising with Box Office Manager, General Manager, Artistic Executive Director
- Travel with ensembles on field trips or tours (WYO does a major international tour every two years).
- Plan, administer and supervise all concert production activities, including facility and equipment rental, load-in and load-out, staging requirements, and other logistical arrangements.
- Weekly orchestra setup / breakdown for rehearsals.
- Attend all orchestra concerts and arrive backstage early to check all preparations.
- Arrange stage managers, student work study interns and volunteers for events. Hire assistants when needed.

SHARED DUTIES

- Concert and rehearsal venue planning with the General Manager & Artistic Executive Director.

Desired Attributes & Qualifications

- Ability to work as a member of a team with regard to coordinating performances, rehearsals, projects and events.
- Knowledge of Google Docs/Drive desirable.
- Maturity and professional conduct in dealing with children, grades 3 to 12.
- Relevant work experience in event or operations/facility management.
- Knowledge of musical instruments/ensembles desirable, but not required.
- Must have valid driver's license and ability to drive small cargo van.
- Must be capable of lifting 40lbs+, moving and unloading/loading equipment into venues, onto stages or vans.
- Must have the ability to work independently and meet deadlines, be punctual and dependable.
- Access to e-mail and telephone on a regular basis.

Compensation

Part-time, stipended position, paid monthly. Compensation commensurate with experience. Independent contractor (benefits are not included and taxes are not withheld from paycheck). Employment is contingent upon successful completion of a CORI check, including a check of your employment references. Given work with students, full COVID-19 Vaccination Required.